

## ***Call for Exhibitors***

### ***Twenty-Fifth Annual Directors Institute, September 22-24, 2014***

#### ***“25 Years of Excellence”***

The Directors Institute 2014: 25 Years of Excellence will be held September 22–September 24, 2014, at the Renaissance Glendale Hotel. Sessions will cover a range of topics and current issues facing special education directors in Arizona. Participants will receive updates on federal and state requirements, and will be able to access hands-on resources that can be used immediately. The conference website can be found at <http://www.azed.gov/special-education/2014-directors-institute/>.

- Location:** Glendale Renaissance Hotel  
9495 West Coyotes Boulevard, Glendale, AZ 85302
- Hotel Telephone:** 623-937-3700
- Dates to Exhibit:** Monday, September 22 from 9:45am – 4:00pm  
Tuesday, September 23 from 7:30 – 4:00pm
- Check-In:** Monday, September 22 from 8:00am – 9:30am  
***All Exhibitors required to check-in at ADE vendor table.***
- Set-up:** Monday, September 22 from 8:00am – 9:30am  
***No set-up prior to 8:00am. No exceptions***
- Exhibitor Location:**
- Exhibitor tables will be located in Solana E.
  - Plan your set-up accordingly so not to have materials or equipment extend in walkways. Fire code restrictions will be strictly monitored.
  - Exhibitor tables will be assigned
- Exhibitor Conditions:**
- One table per company
  - **Maximum** of two exhibitors per table
  - **REQUIRED** submission of participating exhibitor names
- Cost:** \$400 (Entitles you to one (1) 6ft skirted table, two chairs, Wi-Fi connectivity, breakfast and lunch for two people).  
***There will be an extra charge per table if electricity is required-***  
**contact the Glendale Renaissance Hotel, 623-937-3700, Bill Hetu**  
**or email [bill.hetu@jgh.com](mailto:bill.hetu@jgh.com).**

#### ***To Register:***

Registration will be first come first served. Space is limited

Registration form can be found at: <http://tinyurl.com/DIVendor>

### **Questions**

Contact: Linda Mosteller [linda.mosteller@azed.gov](mailto:linda.mosteller@azed.gov) 602-542-4469

Crystal Brooks [crystal.brooks@azed.gov](mailto:crystal.brooks@azed.gov) 602-542-8718

Rocio Munoz: [Rocio.munoz@azed.gov](mailto:Rocio.munoz@azed.gov) 602-542-0610

### ***Checks payable:***

Arizona Department of Education

Attn. Rocio Munoz

1535 West Jefferson Street Bin 24

Phoenix, AZ 85007

### ***Shipping of Materials***

You will be responsible for your own shipping and accountable for your shipping charges.

Please contact the Glendale Renaissance Hotel, 623-937-3700, Bill Hetu or email

[bill.hetu@jgh.com](mailto:bill.hetu@jgh.com).